

## Distinguished Educator Awards Nomination Guidelines

1. The program is designed to honor TEA members who work at all levels of education. Distinguished educators should be encouraged to complete the nomination form. Former award recipients are ineligible for nomination within the same category.
2. Complete nomination form online. Save it to your computer and forward a copy to the local association president or the STEA chapter president as an attachment.
3. Only one nomination per category will be accepted from each local association or STEA chapter. It is the responsibility of the local/chapter president and/or the local association IPD committee chairperson to determine which applications are submitted to TEA for statewide consideration. It is the responsibility of the local association president or the STEA chapter president to submit the selected nominations electronically to the Instruction and Professional Development (IPD) Division by the deadline.
4. All nomination forms must be received no later than 11:59 p.m., February 2. All applications must be submitted electronically to [DEAP@tea.nea.org](mailto:DEAP@tea.nea.org).
5. Fourteen awards are available each year: three teachers will be selected from each grand division of the state; one administrator will be selected from each grand division; and one ESP winner and one higher education faculty member will be selected statewide.
6. In order to assure rigorous standards in the selection process, **a minimum score of 83 out of 100 points** is required to win in any category.
7. Category definitions are:
  - a. **Teacher** – defined as any person who is certified, where required, and a major part of whose time is spent in direct contact with students or who performs allied work.
  - b. **Administrator** – defined as a principal, assistant principal, administrator or administrative/supervisor who holds a valid license with an endorsement covering his/her work assignment.
  - c. **Education support professional** – defined as a non-certified individual in one of the many auxiliary positions in the field of education. This includes paraprofessionals, cafeteria managers, nurses, secretaries/bookkeepers, substitute teachers, custodians, bus drivers, security officers, service technicians or any other classified employee.
  - d. **Higher education faculty member** – defined as one who spends 50 percent or more of his/her time in instructional programs working with students at the college or university level.
8. Based on the established rubric, nominees are scored solely on the basis of the nomination form by a panel of former DEAP winners or members of the IPD Commission (and/or its designees).
9. All DEAP winners are honored at TEA's Awards Luncheon held in the spring. Winners will receive a significant technological gift and may also be recognized by local businesses in promotional programs.
10. Due to high resolution requirements in the printing process, DEAP winners are required to submit preferably a wallet-size photograph for publication in the Awards Program by mail (or a high resolution electronic file, at least 300 dpi) **no later than two weeks following notification** of the award. Mail should be directed to:

### [IPD Associate](#)

Tennessee Education Association  
801 Second Avenue North  
Nashville, TN 37201-1099



## *Nomination Guidelines continued*

11. The statewide ESP winner may be eligible for nomination for NEA ESP of the Year Award if he/she has been an NEA member for three years as of January 15<sup>th</sup> of the award year. All nominations for this award must go through the TEA Office of the President.
12. Address all questions concerning the DEAP process by e-mail to [DEAP@tea.nea.org](mailto:DEAP@tea.nea.org).

